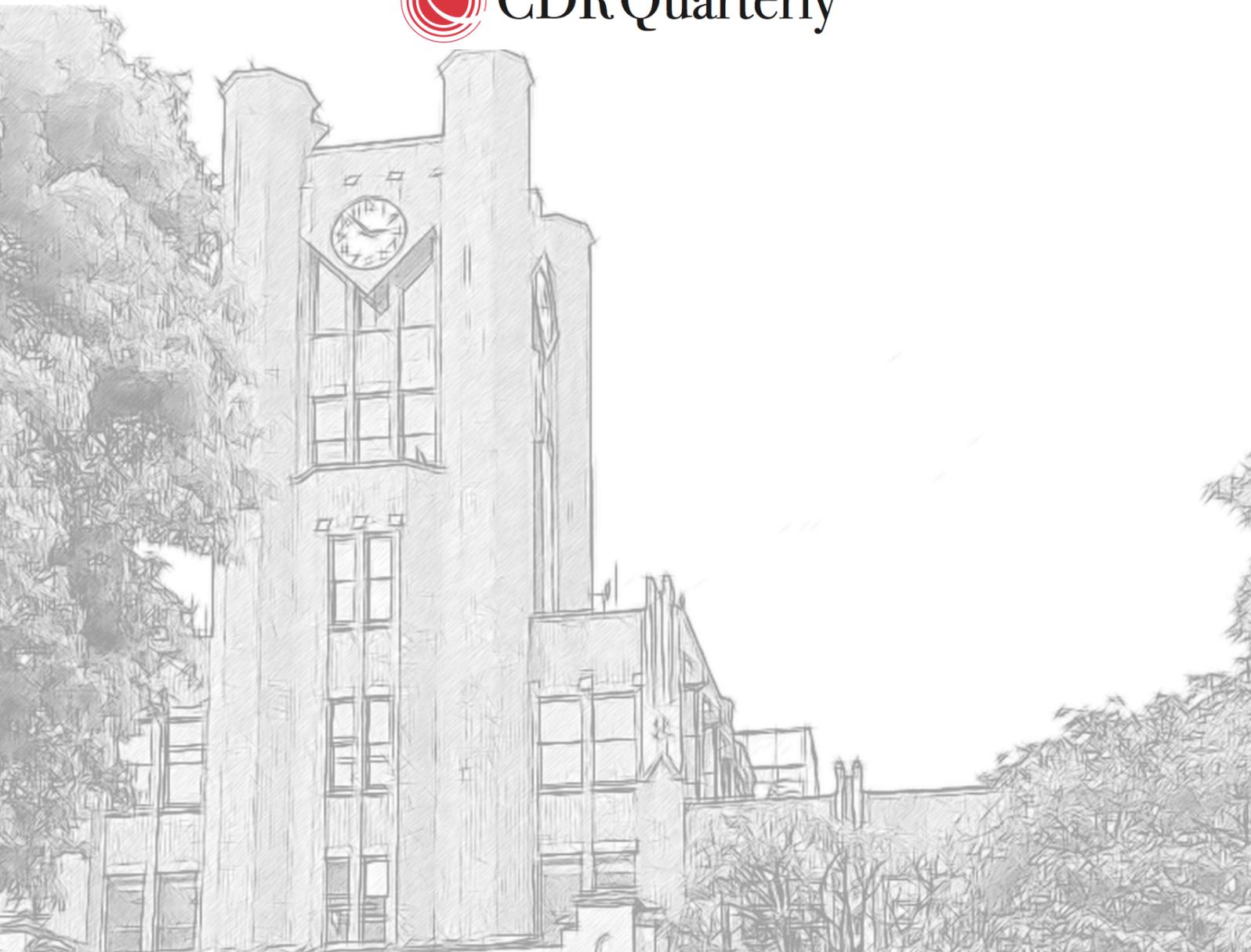


CDRQ Handbook

Call for Contributions + Style Sheet
for

 CDR Quarterly



PREFACE

This handbook is for possible contributors of the CDR Quarterly, in which it explains its policy and rules including detailed format of CDRQ.

CDRQ is an open journal published quarterly basis. The aim of the journal is to disseminate information collected from research activities of CDR and related partners. It also welcomes contributions not only from academics but also from practitioners who are facing real social problems. This journal focuses on issues of movement of people basically. However the contents also include variety of related areas such as governance and conflict resolution and prevention, as these issues induce and escalate forced displacement and more longer-term movement of people. The purpose of the journal is to provide a crosscut perspectives on refugee and migrant issues with comprehensive awareness to the issues of movement of people.

August 2010

CDRQ Editorial Board

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I. CALL FOR CONTRIBUTIONS

A. REQUIRED QUALIFICATIONS:

- a) Students, OB/OG, and professors of the University of Tokyo.
- b) Others, as approved by the CDRQ Editorial Board.

B. DETAILS ON CONTRIBUTIONS FOR SUBMISSION:

CDRQ requires the submission of contributions in soft version only. The soft version of the article should be in a pair of either Windows/Mac Word format and PDF format, containing the article itself, the abstract and a cover letter (instructed in the chapter III.C) and submitted directly to the CDRQ Editorial Board: cdr[atmark]hsp.c.u-tokyo.ac.jp.

C. CONDITIONS ON SUBMISSION:

- a) CDRQ accepts only unpublished contributions
- b) Contributions that relate directly to the issues of migration and refugees are given priority although broader topics that relate only indirectly to this field are also welcomed. The committee will decide on each individual case. If you require more clarification please consult the CDRQ directly.
- c) The language of the journal is English only.
- d) The length of the article, including footnotes, should not exceed 10,000. Please specify the number of words at the end of the entire article. For other types of contributions and their lengths consult the extended guidelines version available on our homepage.
- e) The abstract should not exceed 200 words.
- f) The contribution should be proof-read by a native speaker before submission.

D. PEER REVIEW:

CDRQ will contact you directly concerning the result of the application. There is the possibility that the committee might ask for a partial rewrite of the contribution.

II. ELECTRONIC MANUSCRIPT PREPARATION FOR CDR QUARTERLY

The CDR (Centre for Documentation of Refugees and Migrants) at University of Tokyo is a research organization of The University of Tokyo , which is supported with private donation by Hogakukan (Inc.) since April 2010.

The CDR Quarterly is an English-language journal aiming to cover developments in refugee and migrant related research and policy making across a wide range of countries. Contributions from all fields of social science (including sociology, anthropology, history, law and economics) are welcome.

The CDR Quarterly is an independent journal, whose policy is set by the Editorial Board. It is committed to no methodological orthodoxy over and above the normal canons of scholarship: clear and consistent use of words, logical and mathematical validity, and the use of appropriate evidence to substantiate empirical statements. Innovative and authoritative work addressed to problems of general significance to students of migration and refugee-related issues will be published whatever the period (s) or place(s) drawn upon for evidence. The Editors reserve the right to decline articles if, according to their own judgement, they are inconsistent with editorial policy.

Authors can submit their manuscripts and all associated files via e-mail to the Editorial Board. Authors and reviewers will receive email notification or reminders at key stages in the process. If you would like to contact the Editorial Board, please e-mail to “cdr[atmark]hsp.c.u-tokyo.ac.jp”.

CDR Quarterly Editorial Board
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III. INSTRUCTIONS FOR CONTRIBUTORS

All manuscripts should be submitted in Microsoft Word format via our e-mail “cdr [atmark]hsp.c.u-tokyo.ac.jp”. English is the only language of the journal. Submission of an article is taken to imply that it has not been previously published and is not being considered for publication elsewhere.

Authors of articles published in the Journal assign copyright to CDR Quarterly (with certain rights reserved) and you will receive a copyright assignment form for signature on acceptance of your paper. Authors are responsible for obtaining permission to reproduce any material in which they do not own copyright, to be used in both print and electronic media, and for ensuring that the appropriate acknowledgements are included in their manuscript. Where statistical analysis of data has been conducted, contributors are expected to provide it as well. Three copies should be submitted, reproduced in any clearly legible form. Contributors are asked to retain an exact replica themselves for use in answering copy-editor’s enquiries and correcting proofs. Also attach a cover letter stating your name, affiliation and position as well as e-mail address and phone number.

A. CATEGORIES OF CONTENTS

1. Articles

Articles (Occasional Papers, Research Reports and Conference Proceedings) submitted to the Journal should in general be between 5,000 and 12,000 words (or equivalent in tables and figures) in length. An abstract not exceeding 200 words is required. Contributors should note the Journal's editorial policy, which is as stated inside the front cover.

2. (Policy) Briefs and Commentaries

Briefs and Commentaries are welcome. A brief should contain a body of original information, a new method for doing something or a new idea (speculation, argument, proof, etc.) presented in a brief and unadorned form without inessential commentary. Commentaries containing criticisms of articles published in the Journal and additional thoughts on them will be considered for early publication, especially if they are short – ex. under 1,000 words.

3. Working Papers

A working paper is document created as a basis for discussion rather than as an authoritative text and it represents the preliminary or intermediate stage of a proposal arrived at or being worked on. Authors generally release working papers to share ideas about a topic or to elicit feedback before submitting to a peer reviewed conference or academic journal. Article on the other hand is an authoritative text than represents the culmination of a longer, more comprehensive research period, shows clear understanding of the issues at hand and of the developments in the field in general. Working papers submitted to the Journal should in general be between 3,000 and 5,000 words (or equivalent in tables and figures) in length. An abstract not exceeding 200 words is required.

4. Book/Article Review

Most issues of the Journal will contain a Review Article - either a detailed discussion of a single book or a review of the state of some area of the discipline. Review Articles submitted without prior consultation will be considered for publication, but in their own interest contributors would be well advised not to prepare a Review Article especially for the Journal without prior contact with us.

5. Other refugee and migrant related events announcements

All other documents are classified and named some specific categorical names by the Editorial Board. These documents should exceed 5,000 words in any case.

B. STYLE SHEET

Anyone who is preparing a manuscript for submission to the Journal is urged to follow the Journal's style sheet, reproduced below, which covers a number of detailed points concerning, punctuation, spelling, etc.

1. TYPEFONT and SIZE:

a) Contributions should be clearly typed in double spacing, on A4 paper (210mm x 297mm), and should have a left-hand margin of at least 25mm/1 inch and a right hand margin of at least 40mm/1.5 inches.

b) Type format should be Century and the size should be 12 point. Use the same typeface, or font, throughout the entire manuscript. Your manuscript should be double-spaced throughout. Do not use the space bar to achieve tabs or indents or to align text.

2. TITLE:

Contributions should have concise and descriptive titles. Titles to articles should be centred and in all-bold capitals.

3. HEADINGS:

a) An article should not have more than four levels of headings.

First level of headings should be centred. Type in small capitals. Use capitalised roman numerals for the first level of headings e.g. I, II, III, etc.

<Ex.>

I. FIRST LEVEL HEADING IN SMALL CAPITALS

Second level of headings should be centred. Type with initial capitals for main words only and italicize. Use capital letters for the first level of headings e.g. A, B, C, etc.

<Ex.>

A. *Second Level Headings in Italics*

Third level of headings should be flush left. Type with initial capitals only the first word and proper names only and italicise. Use Arabic numbers e.g.: 1, 2, 3, etc.

<Ex.>

1. *Third level headings in Italics*

Fourth level of headings should be flush left. Type with initial capitals only the first word and proper names only and italicise. Use alphabet letters in parentheses e.g. (a), (b), (c), etc.

<Ex.>

(a) *Fourth level headings in Italics*

Do not assign “styles” to achieve different formats for subheads, block quotes, paragraph indents, etc. The default, or “normal,” style should be the only style in your manuscript.

4. FOREIGN CHARACTERS:

Do not use Chinese or other foreign characters or “make” a character by combining more than one character or using graphics or field codes - these will not convert for the typesetter. Do not use them either in the main text, the footnotes or in the references. Use Romaji instead of the Japanese kanji.

5. SPACING AND INDENTATION:

a) Do not insert an additional hard return to create extra space between paragraphs. Where you wish a space break in the article to indicate a change of subject, type “<space>” on a line by itself.

b) Do not “manually” create hanging indents for your reference list by using hard returns and tabs in the middle of an entry. Instead, use the hanging indent feature in your word processing program. If you are unsure how to do this, simply indent the first line of each entry (i.e., format them like the paragraphs in the rest of the article).

6. ENDNOTES:

To insert in-text notes, use your software’s built-in endnotes feature. Use the feature “as is”; please don’t reset any of the options. The benefit of the built-in notes feature is that it connects the text of a specific note with a specific place in the text. These “embedded” notes can be moved, combined, or deleted with ease; the number in the text will always carry its text with it, and the notes will automatically renumber as needed. All formatting (of number size and style, placement of the notes relative to the book as a whole, and even conversion of endnotes to footnotes and vice versa) will be performed by the typesetter.

7. DOCUMENTATION- LIST OF REFERENCES:

For detailed instructions on the manuscript documentation style and requirements with examples, see the chapter VI below.

8. TABLES and FIGURES:

a) Each table and figure should be on a separate sheet, numbered and collected together at the end. Their place in the text should be indicated by a space and the words ‘Table X (Fig. X) about here’.

b) Tables should be clearly laid out and designed to fit into a space 190 x 120mm. Vertical lines between columns should be omitted and horizontal lines limited to the top and bottom of the table, with an additional one below the column headings.

c) Totals and percentages should be labelled, and units identified. Figures should not contain more detail than can be clearly shown in a space 200 x 133mm and should be computer drawn.

d) For each table, illustration, photograph, or figure of any kind, please place a bracketed, sequentially numbered “callout” in the manuscript that indicates placement: “[Figure 1.1 about here]”. Also include a separate, sequentially numbered list that matches the callouts in the manuscript and contains a caption and credit line (or source), if any, for each figure.

e) Regardless of whether you submit the figures in electronic form, you must include a printout or photocopy of each figure with the printout of your manuscript.

9. QUOTATIONS:

Quotes of more than 50 words should be typed as a separate paragraph left-indented by 0.5 cm. Use single inverted commas “ ” for shorter quotations, but not for longer quotations when the entire quotation is indented as a separate paragraph. Square brackets [] should be used to enclose interpolations (inserted and/or replaced letters and/or words), and three dots in round brackets (...) to indicate omissions. Single quotation marks should be used at the beginning and end of quotations within quotations enclosed by double quotations. “...‘ ’...”.

10. SPELLING:

English spelling, not American. In general use the spelling –ize (not –ise), “prioritize”, “organization”. Thus, use the British words such as “labour”, “connection”, “judgement”, “dispatch”, “co-operation”, “biased”, “focused”, etc.

11. CAPITALS:

Use as few as possible and use them consistently. Italics should be used for foreign words except proper names. Preferred usage is *coup d'état*, *détente*, *rapprochement*,

vis-à-vis, but regime, role, elite. Italics for emphasis are discouraged. Also, where reference is made to a specific office, organization, or body then the capital letters should be used. Where the reference is non-specific or general then the lower case letter should be used. Titles of cited works should be capitalized in “title case”. The following should be capitalized: (i) the first word, (ii) if there is a subtitle, the first word of the subtitle; (iii) all other words in the title except articles (“the”, “an”, “a”), conjugations (“but”, “and”, “or”, etc.) and prepositions of fewer than five letters (“on”, “with”, but, “Amongst”, “Between”, etc.).

12. ABBREVIATIONS:

Where a word or words are abbreviated or contracted, a period should be used in conjunction with all abbreviations and contractions except in the case of proper names. For example, “Company” is abbreviated to “Co.”, “*exempli gratia*” is abbreviated to “e.g.”. However, omit full stops in abbreviations consisting of capital letters (MP, USA). Use capitals for acronyms such as NATO and UNESCO.

13. DATES:

Dates should be in the form 1 May 1968, 1970s (no apostrophe), the twentieth century.

14. NUMBERS:

Up to 100 should normally be spelt out, except for percentages, exact quantities, or a series of numbers. Use ‘per cent’ (not %) except in tables. Include a comma in numbers over 999. For number ranges use the shortest pronounceable form so that the second of a pair of numbers is abbreviated to 175–6 not 175–176, 48-9, 523-35, 1023-123. However, there is an exception for numbers 11–19 which retain the 1: 10-11, 113-14.

15. PAGE NUMBERS:

Assign a number to all the pages you submit. No two pages of your manuscript should have the same number, and no page should be submitted unnumbered. Either number the pages according to section (e.g., “chap. 1, p. 57”) or consecutively throughout the manuscript.

16. NAMES AND AUTOBIOGRAPHICAL NOTES:

a) Authors are requested to provide their full name in any convention they prefer. However, the family name should appear in capital letters. It is not necessary to capitalize the family name when referring to an individual in the text.

b) Autobiographical details should appear as the first and only footnote of each contribution (an asterisk (*)) and include as separate sentences:

c) The contributor's academic and professional qualifications (in parentheses) the institution(s) at which they earned or jurisdictions in which they apply

Current title and institutional affiliation

Acknowledgements and an e-mail address for correspondence may also be included.

<Ex.>

TITLE OF ARTICLE: SUBTITLE OF ARTICLE

Given name SURNAME*

Abstract goes here

* M.A. (X University), Ph.D. (Y University); Professor, Faculty of Politics, University of W. I wish to thank A, B, and C for comments on earlier drafts.

17. BOOK REVIEWS:

Reviewers should include all relevant information relating to the book in question. It should include the title of the book reviewed in italics, followed by the edition of the book being reviewed in parentheses "()" if more than one edition has been published. This should be followed by the name(s) of the author(s)/editor(s) with surname/family name all in capitals. Related publication information should also be provided: place of publication, name of publisher, year of publication, total number of pages inclusive of the index, type of binding (softcover/hardcover) and the price of the book.

<Ex.>

Reform and Development of International Refugee Law, edited by Michael Smith. New York: Oxford University Press, 2008. xxxii + 380pp. Hardcover: \$70.

ATTENTION!

Make sure that there should be no comments, annotations, or hidden text whatsoever in the final version of the manuscript that you submit to the press. In addition, make

sure that all “tracked changes” or other revision marks have been accepted as final (i.e., there should be no revision marks, hidden or otherwise, in the final manuscript).

C. STYLE OF THE ELECTRONIC FILE AND SUBMISSION

All the manuscript should be saved as both “Microsoft Word” and “PDF” format. The two files should be attached to an e-mail and send to the CDRQ Editorial Board, with the following contents in the email, titled “Contribution to CDRQ (Your Name)”:

EMAIL TITLE: Contribution to CDRQ (Your Name)

ATTACHED FILES:



CONTENTS OF THE EMAIL:

ARTICLE TITLE:

NAME:

AFFILIATION:

POSITION:

ADDRESS:

PHONE NUMBER:

E-MAIL:

TRAVEL ABROAD:

D. PROOFS

Make sure there are no errors in the spelling, punctuation and capitalization of quotations. For non-native English writers we recommend a proof-reading of a native speaker. First proofs may be read and corrected by contributors provided that they can give the Editors an e-mail address through which they can be reached without delay and can guarantee to return the corrected proofs to the copy-editor, by email/air mail where appropriate, within seven working days of receiving them. The master proof will always be sent directly to the Editors by the printer; contributors will receive duplicates.

Proofs are supplied only to ensure that the printed version coincides with the manuscript accepted. Rewriting an article in proof is, unfortunately, economically impossible. Please make sure that your manuscript is in a final form before it goes to the printer.

E. OFFPRINTS

Authors of Articles and Review Articles receive twenty-five free offprints.

For any further clarification and/or enquiry please contact the Editorial Board by email: “cdr[atmark]hsp.c.u-tokyo.ac.jp”.

IV. MANUSCRIPT-DOCUMENTATION GUIDELINES

CHICAGO MANUAL OF STYLE - AUTHOR-DATE SYSTEM

AS REQUIRED BY CDR QUARTERLY

The Chicago Manual of Style presents two basic documentation systems, the humanities style (notes and bibliography) and the author-date system, a more concise system has long been used by those in the physical, natural, and social sciences. In this system, sources are briefly cited in the text, usually in parentheses, by author's last name and date of publication. The short citations are amplified in a list of references, where full bibliographic information is provided.

Below are some common examples of materials cited in the author-date style (an in-text citation [T], followed by a reference-list entry [R]), the style required by the CDR. Online sources that are analogous to print sources (such as articles published in online journals, magazines, or newspapers) should be cited similarly to their print counterparts but with the addition of a URL. We also require an access date. For online or other electronic sources that do not have a direct print counterpart (such as an institutional Web site or a Weblog), give as much information as you can in addition to the URL. The following examples include some of the most common types of electronic sources. In the list of references, for successive works by the same author, use six hyphens (i.e., -----) in place of the author's name after the first appearance. Type format should be Century and the size should be 12 point. Use the same typeface, or font, throughout the entire manuscript.

A. BOOK

One author

T: (Doniger 1999, 65)

R: Doniger, Wendy. 1999. *Splitting the difference*. Chicago: University of Chicago Press.

Two authors

T: (Cowlshaw and Dunbar 2000, 104–7)

R: Cowlshaw, Guy, and Robin Dunbar. 2000. *Primate conservation biology*. Chicago: University of Chicago Press.

Four or more authors

T: (Laumann et al. 1994, 262)

R: Laumann, Edward O., John H. Gagnon, Robert T. Michael, and Stuart Michaels. 1994. *The social organization of sexuality: Sexual practices in the United States*. Chicago: University of Chicago Press.

Editor, translator, or compiler instead of author

T: (Lattimore 1951, 91–92)

R: Lattimore, Richmond, trans. 1951. *The Iliad of Homer*. Chicago: University of Chicago Press.

Editor, translator, or compiler in addition to author

T: (Bonney 1995, 22)

R: Bonney, Yves. 1995. *New and selected poems*. Ed. John Naughton and Anthony Rudolf. Chicago: University of Chicago Press.

Chapter or other part of a book

T: (Wiese 2006, 101–2)

R: Wiese, Andrew. 2006. “The house I live in”: Race, class, and African American suburban dreams in the postwar United States. In *The new suburban history*, ed. Kevin M. Kruse and Thomas J. Sugrue, 99–119. Chicago: University of Chicago Press.

Chapter of an edited volume originally published elsewhere (as in primary sources)

T: (Cicero 1986, 35)

R: Cicero, Quintus Tullius. 1986. Handbook on canvassing for the consulship. In *Rome: Late republic and principate*, edited by Walter Emil Kaegi Jr. and Peter White. Vol. 2 of *University of Chicago readings in western civilization*, ed. John Boyer and Julius Kirshner, 33–46. Chicago: University of Chicago Press. Originally published in Evelyn S. Shuckburgh, trans., *The letters of Cicero*, vol. 1 (London: George Bell & Sons, 1908).

Preface, foreword, introduction, or similar part of a book

T: (Rieger 1982, xx–xxi)

R: Rieger, James. 1982. Introduction to *Frankenstein; or, The modern Prometheus*, by Mary Wollstonecraft Shelley, xi–xxxvii. Chicago: University of Chicago Press.

Book published electronically

If a book is available in more than one format, you should cite the version you consulted, but you may also list the other formats, as in the second example below. If the version you consulted is in electronic format also provide an access date by including it parenthetically at the end of the citation.

T: (Kurland and Lerner 1987)

R: Kurland, Philip B., and Ralph Lerner, eds. 1987. *The founders' Constitution*. Chicago: University of Chicago Press. Also available online at: <http://press-pubs.uchicago.edu/founders/>. (accessed June 27, 2006).

B. JOURNAL ARTICLE**Article in a print journal**

T: (Smith 1998, 639)

R: Smith, John Maynard. 1998. The origin of altruism. *Nature* 393: 639–40.

Article in an online journal

An access date is required. It should be included parenthetically at the end of the citation, as in the example below.

T: (Hlatky et al. 2002)

R: Hlatky, Mark A., Derek Boothroyd, Eric Vittinghoff, Penny Sharp, and Mary A. Whooley. 2002. Quality-of-life and depressive symptoms in postmenopausal women after receiving hormone therapy: Results from the Heart and Estrogen/Progestin Replacement Study (HERS) trial. *Journal of the American Medical Association* 287, no. 5 (February 6), <http://jama.ama-assn.org/issues/v287n5/rfull/joc10108.html#aainfo> (accessed January 7, 2004).

C. POPULAR MAGAZINE ARTICLE

T: (Martin 2002, 84)

R: Martin, Steve. 2002. Sports-interview shocker. *New Yorker*, May 6.

D. NEWSPAPER ARTICLE

Newspaper articles may be cited in running text (“As William Niederkorn noted in a *New York Times* article on June 20, 2002, . . .”) instead of in a note or an in-text citation, in which case they may be omitted from a bibliography or reference list as well. However, when clear information on the source, author and date are not provided in the text it should appear in the reference list as in the example below.

T: (Niederkorn 2002)

R: Niederkorn, William S. 2002. A scholar recants on his “Shakespeare” discovery. *New York Times*, June 20, Arts section, Midwest edition.

E. BOOK REVIEW

T: (Gorman 2002, 16)

R: Gorman, James. 2002. Endangered species. Review of *The last American man*, by Elizabeth Gilbert. *New York Times Book Review*, June 2.

F. THESIS OR DISSERTATION

T: (Amundin 1991, 22–29, 35)

R: Amundin, M. 1991. Click repetition rate patterns in communicative sounds from the harbour porpoise, *Phocoena phocoena*. PhD diss., Stockholm University.

G. PAPER PRESENTED AT A MEETING OR CONFERENCE

T: (Doyle 2002)

R: Doyle, Brian. 2002. Howling like dogs: Metaphorical language in Psalm 59. Paper presented at the annual international meeting for the Society of Biblical Literature, June 19–22, in Berlin, Germany.

H. WEB SITE

Web sites may be cited in running text (“On its Web site, the Evanston Public Library Board of Trustees states. . .”) instead of in an in-text citation, in which case they will be omitted from the reference list as well. However, when clear information on the source, author and access date are not provided in the text it should appear in the reference list as in the example below.

T: (Evanston Public Library Board of Trustees)

R: Evanston Public Library Board of Trustees. Evanston Public Library strategic plan, 2000–2010: A decade of outreach. Evanston Public Library. <http://www.epl.org/library/strategic-plan-00.html>. (accessed June 1, 2005)

I. WEBLOG ENTRY OR COMMENT

Weblog entries or comments may be cited in running text (“In a comment posted to the Becker-Posner Blog on March 6, 2006, Peter Pearson noted . . .”) instead of in a note or an in-text citation, in which case they will be omitted from the reference list as well. However, when clear information on the source, author and access date are not provided in the text it should appear in the reference list as in the example below.

T: (Peter Pearson, The Becker-Posner Blog, comment posted March 6, 2006)

R: Becker-Posner blog, The. <http://www.becker-posner-blog.com/>. (accessed March 28, 2006).

J. E-MAIL MESSAGE

E-mail messages may be cited in running text (“In an e-mail message to the author on October 31, 2005, John Doe revealed . . .”) instead of in note or in-text citation, and they are rarely listed in the reference list. The following example shows the more formal version of an in-text reference.

T: John Doe, e-mail message to author, October 31, 2005.

K. ITEM IN ONLINE DATABASE

Journal articles published in online databases should be cited as shown above, under “Article in an online journal.” Also include an access date by including it parenthetically at the end of the citation, as in the first example below.

T: (Pliny the Elder, Perseus Digital Library)

R: Perseus Digital Library. Pliny the Elder, *The Natural History*, ed. John Bostock and H. T.Riley, in the Perseus Digital Library. <http://www.perseus.tufts.edu/>. (accessed November 17, 2005).



CDR Quarterly